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EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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February 12, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

SUBJECT

This letter recommends approval of the Conflict of Interest and Disclosure Codes for the Crescenta Valley Water District; El Rancho Unified School District; Fire Department; Foothill Transit; and Upper San Gabriel Valley Municipal Water District to be effective the day following your Board's approval.

IT IS RECOMMENDED THAT THE BOARD:

Approve the Conflict of Interest and Disclosure Codes for the Crescenta Valley Water District; El Rancho Unified School District; Fire Department; Foothill Transit; and Upper San Gabriel Valley Municipal Water District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

SUBSTANTIVE CHANGES:

(Crescenta Valley Water District)

- The Incorporation page has been modified to reflect those positions which will file directly with the Executive Office.
- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- In Exhibit "B" under the title of "Public Officials Who Manage Public Funds" the position of Secretary/Treasurer is occupied by the Administrative Services Manager and is so noted in the Exhibit.
- Exhibit "B" is modified with a clarifying footnote for Consultants and New Positions.
- Adds District Engineer and Information Technology Administrator to the code.

(El Rancho Unified School District)

- The Incorporation page has been modified to clarify those positions which file directly with the Executive Office.
- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.

- Exhibit “B” is modified with a clarifying footnote for Consultants and New Positions.
- Deletes Assistant Superintendent(s) from the code.
- Changes the title of one (1) position.
- Expands the disclosure of two (2) positions.
- Adds Assistant Superintendent Educational Services to the code.

(Fire Department)

- Exhibit “A” is modified with the definitions for income to include gifts, loans and travel payments.
- Adds a new disclosure category to Exhibit “A”.
- Renumbers an existing disclosure category in Exhibit “A”.
- Exhibit “B” is modified with a clarifying footnote for Consultants and New Positions.
- Deletes the position of Information System Analyst II from the code.
- Changes the titles of two (2) positions.
- Adds Principal Network Systems Administrator; Administrative Service Manager III (Employee Relations Division); Head Departmental Civil Service Representative; Departmental Civil Service Representative; Fire Captain (Background Investigator-Human Resources Division); Senior Departmental Employee Relations Representative; and Departmental Human Resources Manager III to the code.

(Foothill Transit)

- Exhibit “A” is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit “B” is modified with a clarifying footnote for Consultants and New Positions.
- Deletes the position of Director of Operations & Maintenance from the code due to reorganization.
- Adds Director of Customer Service & Operations and Director of Maintenance & Vehicle Technology to the code.

(Upper San Gabriel Valley Municipal Water District)

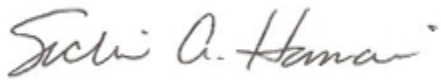
- Exhibit “A” is modified with the definitions for income to include gifts, loans and travel payments.
- Exhibit “B” is modified with a clarifying footnote for Consultants and New Positions.
- Deletes the position of Staff Attorney from the code due to reorganization.
- Expands disclosure for one (1) position.

- Adds District Counsel to the code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sachi A. Hamai".

SACHI A. HAMAI
Executive Officer, Board of Supervisors

SAH:kw

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

CRESCENTA VALLEY WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Members of Board of Directors, and General Manager and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CRESCENTA VALLEY WATER DISTRICT

EXHIBIT "A"

Types of business entities, business positions, investments, sources of income (including gifts, loans and travel payments) or real property reportable, according to the following disclosure categories as set forth for the designated positions listed on Exhibit B.

CATEGORY 1

Persons in this category shall disclose, in accordance with this Code, all interests in real property within the District, except personal residences or property use primarily for personal recreational purposes. Real property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the District or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose in accordance with this Code, all income (including gifts, loans and travel payments) from, investments in, and business positions with businesses that produce products or provide services of the type utilized by the District, including but not limited to areas of building materials; construction; motor vehicles; specialty vehicles; vehicle replacement parts; petroleum products; water quality testing; water transmission; water treatment; water distribution; geological tests and reports; maintenance; repair; safety; engineering; provision of water or power; brokering; accounting; auditing; banking; money management; law; insurance; printing; publication; and office equipment or office supplies.

CATEGORY 3

Persons in this category shall disclose, in accordance with this Code, all investments.

CATEGORY 4

Persons in this category shall disclose, in accordance with this Code, all investments in, or business positions with, and income (including gifts, loans and travel payments) from all banks, savings and loans, investment companies, and underwriters.

CATEGORY 5

Consultants performing the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, consultants who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District, or which could affect financial interests, and those consultants who, under contract, exercise primary responsibility for the management of public investments, shall be required to file Statements of Economic Interests disclosing reportable interests as determined by the General Manager of the District. (See footnote for clarification.)

CRESCENTA VALLEY WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
General Manager	2, 3
District Engineer	2, 3
Information Technology Administrator	2
Consultants/New Positions*	5

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Public Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments, and must therefore make disclosure pursuant to Government Code Sections 87200, et seq.

Members of Board of Directors

Secretary/Treasurer (Administrative Services Manager)

EFFECTIVE:

Conflict of Interest Code
of the

EL RANCHO UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members, and the Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

EL RANCHO UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for additional clarification.)

EL RANCHO UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Member	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent Educational Services	4
Director, Human Resources	2, 3
Chief Business Officer	1, 2, 3
Director, Special & Alternative Education	4
Director, Food Services	4
Director, Purchasing and Warehousing	1, 2, 3
Director, Information Technology	4
Director of Maintenance & Operations	4
Assistant Director, Maintenance and Operations	4
Consultant/ New Positions*	5

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

FIRE DEPARTMENT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interest shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Fire Chief and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

FIRE DEPARTMENT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Los Angeles County Fire Department employee, any representative or association of such employee; and business positions or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee's spouse or other financial dependent.

FIRE DEPARTMENT

EXHIBIT "A" (Cont'd)

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for clarification.)

FIRE DEPARTMENT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Fire Chief	1, 2, 3
Chief Deputy, Emergency Operations	1, 2, 3
Chief Deputy, Business Operations	1, 2, 3
Deputy Fire Chief, Emergency Operations	1, 2, 3
Deputy Fire Chief, Business Operations	1, 2, 3
Assistant Chief, Fire Fleet Services	4
Information Technology Manager I	4
Assistant Chief, Lifeguard Services, Fire	4
Assistant Fire Chief (Air & Wildland Division)	4
Assistant Fire Chief (Technical Services Division)	4
Crafts Operations Manager II	1, 4
Assistant Fire Chief (Fire Prevention Division)	4
Assistant Supply Officer II	4
Building Crafts Superintendent I (Maintenance Section)	1 & 4
Battalion Chief (Technical Operations Section)	4
Building Complex Manager, II	4
Battalion Chief, Air Operations	4
Chief, Fire Fleet Services	4
Chief, Forestry Division	4

FIRE DEPARTMENT

EXHIBIT "B" (Cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief, Health Hazardous Materials, Fire	1, 2, 3
Chief, Helicopter Maintenance	4
Departmental Chief Information Officer I	4
Chief, Lifeguard Services, Fire	4
Chief, Materials Management, Fire	4
Head, Planning & Executive Support, Fire	4
Information Technology Supervisor	4
Senior Information Systems Analyst	4
Facilities Project Manager II (Construction & Maintenance)	4
Senior Operating Systems Analyst	4
Senior Network Systems Administrator	4
Supervising AA III (Contracts)	4
Supervising Cadastral Engineer I (Geo Information Systems and Mapping)	4
Supervising Fire Fighting Construction/Equip. Operator	4
Supply Officer II	4
Facilities Project Manager I (Construction)	1, 4
Facilities Project Manager I (Maintenance)	4
Principal Application Developer	4

FIRE DEPARTMENT

EXHIBIT “B” (Cont’d)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Principal Facilities Project Manager (Construction)	1, 4
Principal Network Systems Administrator	4
Assistant Fire Chief (Command & Control Division)	4
Battalion Chief (Uniform Committee)	4
Battalion Chief (Equipment Development Committee)	4
Department Information Security Officer II (Information Management Division)	4
Principal Facilities Planning Assistant (Construction and Maintenance)	1, 4
Administrative Services Manager III (Employee Relations Division)	5
Head Departmental Civil Service Representative	5
Departmental Civil Service Representative	5
Fire Captain (Background Investigator- Human Resources Division)	5
Senior Departmental Employee Relations Representative	5
Departmental Human Resources Manager III	5
Consultant/ New Positions*	6

FIRE DEPARTMENT

EXHIBIT "B" (Cont'd)

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Fire Chief or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Fire Chief or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

FOOTHILL TRANSIT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members, Governing Board Alternates, and its Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

FOOTHILL TRANSIT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for additional clarification.)

FOOTHILL TRANSIT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Governing Board Alternates	1, 2, 3
Executive Director	1, 2, 3
Deputy Executive Director	1, 2, 3
Director of Finance	4
Director of Government Relations	1, 2, 3
Director of Facilities	1, 2, 3
Director of Planning	1, 4
Director of Safety & Security	4
Director of Customer Service & Operations	1, 2, 3
Director of Maintenance & Vehicle Technology	4
Transit Stores Operations Manager	1, 4
Director of IT	4
Director of Marketing & Communications	1, 4
Director of Procurement	2, 3
Consultants/New Positions*	5

FOOTHILL TRANSIT

EXHIBIT "B"

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

Conflict of Interest Code
of the

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by the Directors and General Manager, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction of the District. Real property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all income (including loans, gifts, and travel payments) from, investments in and business positions held in businesses that manufacture or sell supplies or provide services of the type utilized by the District, including but not limited to office equipment and supplies, construction and building materials, pipeline construction, pipes, valves, pumps, computer hardware and software, petroleum products, chlorine, alum, lime and cooper.

CATEGORY 3

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote for additional clarification.)

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Directors	1, 2
General Manager	1, 2
Assistant General Manager	1, 2
Chief Financial Officer	1, 2
Auditor/Treasurer	2
District Counsel	1, 2
Office Manager	2
Staff Engineer	2
Consultant/New Positions*	3

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE DATE: